

POSSIBLE DUTIES OF ADMINISTRATIVE OFFICER ON THE DD/P STAFF

1. Exercise DD/P authorities which are now delegated to the Special Support Assistant to the Deputy Director (Support).

2. Handle Regulations [REDACTED] for the Office of the Deputy Director (Plans). (Publications Control Unit to be transferred to the Office of the DD/P.)

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3. Supervise Visual Aids Unit. (Visual Aids Unit to be transferred to the Office of the Deputy Director (Plans).)

4. Assume responsibility for whatever security functions the Special Support Assistant to the DD/S now performs for the Deputy Director (Plans).

5. Maintain Emergency Force Roster for the Office of the Deputy Director (Plans) and other relatively short-time consuming matters.

Note: Leave budget estimates and allotment control procedures as is.